Field Manager List of Duties:

* Complete all duties in compliance with those listed in the ACS Handbook and Doc A for ACS General Employee Duties.
* Take part in any Manager training to learn additional duties.
* Participate in any training as requested by the ACS office.
* Be prepared to act as Team Lead per Doc B Team Lead Duties.
* Monitor weekly schedule to note any changes in schedule.
* Communicate with Office Manager when time off needed (preferably 2 weeks in advance of time needed if possible)
* Inspect multiple jobs every week
* Correct areas if needed
* Conduct training as needed
* Disciplinary actions as needed
* Learn and use Portal.
* Participate in any training as requested by the ACS office.
* Conduct trainings
* Schedule and conduct estimates
* Schedule employees for new “side jobs”